

## Assistive Technology Demonstration Lab

The EOPO and ITCD collaborated to jointly implement an Assistive Technology Demonstration Lab (AT Lab) with a mission to provide a GSFC onsite facility for testing, analyzing, and showcasing various assistive technologies. The AT Lab provides GSFC employees with solutions via assistive technology allowing for equal access to information and for performing essential work functions.

The AT Lab is an interactive exhibit of assistive technology devices to increase access and awareness about the availability of AT that benefit persons with disabilities.. The AT Lab also provides demonstrations of AT devices and a 6-week AT device loan program



## Reasonable Accommodation

A reasonable accommodation is any modification or work-place adjustment that will enable a GSFC employee, with a disability to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability the ability to access the rights and privileges in employment equal to those of employees without disabilities. GSFC is committed to providing reasonable accommodations to civil servant employees.



Assistive Technology  
Demonstration Lab  
B16W, RS50

## AT Lab

**Building 16W, Room S50**

Please contact the DPM for an  
AT Lab appointment.

301.286.7348

or email

ATLab@nasa.gov

## Reasonable Accommodation

### Point of Contact

Disability Program Manager

Equal Opportunity Programs Office

301.286.7348

## AT Lab

*Onsite facility for testing, analyzing,  
demonstrating and showcasing  
assistive technologies*



# Reasonable Accommodations

Generally speaking, the goal of a reasonable accommodation is to remove a barrier related to a disability that would otherwise prevent access to performing the essential functions of a position, participating in the hiring process, or enjoying the privileges and benefits of employment. Reasonable accommodations can include but are not limited to specialized equipment or software, flexible work schedule, or, as a last resort, reassignment to a vacant position.

NASA's Reasonable Accommodation program follows the procedures established in NPR 3713.1A-Reasonable Accommodation Procedure



## Key Items to Remember

### Employee

Be Open and Honest: Employees can make a request for reasonable accommodation at any point. Your supervisor must consider a number of factors involved with your request for reasonable accommodation, with the input from an employee being one of the most important.

Be Timely and Responsive: The reasonable accommodations process begins once an employee initiates a request for reasonable accommodation. The employee is responsible for providing timely information regarding the request, as well as provides a relevant medical documentation. NASA has established a timeframe of 20 calendar days from the start of the request to the determination.

### Employee and Supervisor

Be Open to Collaboration: The reasonable accommodation process is often times straightforward and most requests are logical in how they address a limitation caused by a disability. However, some requests require facilitated conversations with the employee, the supervisor, the Disability Program Manager, and when appropriate a medical professional.

### A reasonable accommodation does not

- Change or lower expectations of performance standards and practices.
- Remove an essential function of an individual's position.
- Prevent legitimate actions taken by management in areas of performance, conduct, or generally accepted workplace practices.

### Supervisor

Be Open and Available: Employees can make a request for reasonable accommodation at any point, even if you are unaware of a disclosed disability.

Be Aware: Be mindful of conversations with employees about reasonable accommodation, disability, and disclosure. Employees do not have to actually use the words "reasonable accommodation" or "disability".

Be Timely and Responsive: The reasonable accommodation process begins once you or another management official becomes aware of a request. NASA has established a timeframe of 20 calendar days from the start of the request to the determination.